

Belvedere:

Jerry Butler

April 28, 2005

Corte Madera:

Melissa Gill

Fairfax:

Lew Tremaine

TO: Transportation Authority of Marin Commissioners

Larkspur:

Joan Lundstrom

RE: Adoption of Specification for Executive Director

Mill Valley:

Dick Swanson

At the January 27, 2005 meeting of TAM, the Commission approved a contract with CPS Executive Search to manage the recruitment for an Executive Director, including preparation of a class specification (job description).

Novato:

Pat Eklund

The attached class specification was reviewed by the Executive Committee at their February 27 and March 9, 2005 meetings.

Ross:

Tom Byrnes

Recommendation

San Anselmo:

Peter Breen

Staff recommends that TAM adopt the attached specification for Executive Director.

San Rafael:

Al Boro

Respectfully Submitted,

Sausalito:

Amy Belser

Tiburon:

Alice Fredericks

Craig Tackabery
Executive Director

County of Marin:

Susan Adams

Hal Brown

Steve Kinsey

Charles McGlashan

Cynthia Murray

Attachment:

Executive Director specification

TRANSPORTATION AUTHORITY OF MARIN

EXECUTIVE DIRECTOR

DEFINITION

To plan, organize, coordinate, and administer all Authority functions and activities. The Executive Director has overall responsibility for transportation and congestion planning, strategic planning, fiscal management, administration and operation of all Authority functions, programs, and activities, and for accomplishing the goals and objectives of the Authority and implementing the policies of the Board of Directors.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Directors.

Exercises supervision over assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plans, organizes, coordinates, and directs, through staff, all activities of the Authority.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standard for the Authority; develops and implements long and short range transportation and congestion plans.
- Advises Board on issues and programs; prepares and recommends specific long and short-term strategic plans and action proposals to the Board.
- Makes final interpretations of regulations, ordinances, codes, and applicable laws.
- Directs the preparation and administration of the annual budget for the Authority; coordinates the preparation and presentation of reports, contracts, and informational material.
- Represents the Board and the Authority in contacts with governmental agencies, community groups, and other business and professional organizations.
- Executes and delivers contracts and agreements on behalf of the Authority.
- Ensures that the Authority is in compliance with all contractual and legal requirements.
- Directs the implementation of new services maximizing local, state, and federal funding.
- Oversees the management of state and federal grant programs and consultant contracts.
- Serves as Authority's purchasing agent.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of long and short-range goal setting.
- Principles and practices of program and budget development and implementation.

- Principles and practices of transportation and congestion management.
- Applicable laws and regulations affecting Authority administration.
- Principles and practices of personnel management supervision.
- Principles and practices of project management.

Ability to:

- Exercise sound, independent judgment within general policy guidelines.
- Plan, organize, administer, and coordinate a variety of services and programs.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with Authority staff, Board of Directors, members of local, state, and federal organizations, and representatives of the community.

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Seven years of professional experience in transportation planning, public administration, or related field with at least three years of management experience

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in transportation planning, city or urban planning, business administration, public administration, engineering, or a related field. A master's degree is highly desirable.

License or Certificate:

Possession of a valid California driver's license may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.